

Proper Mail Preparation

Effective Date: July 1, 2005

All mail is to be separated: metered and interdepartmental



INTERDEPARTMENTAL

- Must have a complete address.
 - Agency name/ Agency Section
 - Employee full name.
 - **Complete Correct SLC Code.**
 - **Separated by Counties.**
 - Placed in the outgoing interdepartmental mail bin.
 - All previous addresses blackened out
 - White agency #10 envelopes, if used, must read "State Mail" on the envelope

**ALL INTERDEPARTMENTAL MAIL IS SORTED
PROCESSED BY SLC CODE, NOT AGENCY NAME!**

METERED MAIL

- **Rubber Banded together.**
- **Unsealed** – will not accept unsealed envelope, all envelopes must be sealed.
- **Agency / Section billing number identifiable on envelopes.**
- No interdepartmental mail inserted between letters.
- **No certified, Air mail or Registered mail inserted between letters.**
- Envelopes arranged in the same manner
- return address in the upper left hand corner of each envelope
- Must not have a bulk permit number printed on envelope
- **Typed address preferred**
- Hand written mail can hinder the delivery time to recipient

***Couriers have been instructed to refuse any envelopes/mail not banded together; missing identifiable billing code on the envelope.**

***Messenger Service does not accept responsibility of interdepartmental mail being metered when not separated from your metered mail.**

CERTIFIED, AIR AND REGISTERED MAIL

- **Must use current appropriate USPS forms.**
- Current USPS forms display bar codes with tracking number.
- Current USPS green signature card for domestic mailing.
- Current USPS pink signature card for international mailing.
- **Form information must be filled by your agency employee and affixed to envelopes.**
- Banded and segregated separately from other metered mail

Thank you for your assistance. For additional information or assistance please contact Matthew W. Sammons. (302) 857-4571 or matthew.sammons@state.de.us